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Personnel

ANNUAL ACQUISITION AWARDS PROGRAMS

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The OPR for this supplement is HQ AFSPC/LGCM (Ms. Margaret Gillam). This supplement implements and extends the guidance of Air Force Instruction (AFI) 36-2835, **Annual Acquisition Awards Programs**. The AFI is published word-for-word without editorial review. Air Force Space Command (AFSPC) supplemental material is indicated in bold face. This supplement describes AFSPC's procedures for use in conjunction with the basic AFI. It applies to HQ AFSPC and its subordinate units. This supplement establishes procedures and responsibilities establishing a team award to be titled "Outstanding Team Achievement in the Small Business Program" with new emphasis on partnering between AF contracting professionals and AF small business advocates. This HQ AFSPC/LGC-sponsored contracting award for small business achievement reinforces the idea that small business program success cannot happen without contracting support, participation and cooperation. The award nominee is limited to an acquisition team (but not entire units) which has done something special to increase small business participation in AF contracts. This supplement does not apply to Air Force Reserve Command nor Air National Guard units. Upon receipt of this integrated supplement, discard the Air Force basic publication.

SUMMARY OF REVISIONS

This revision of AFI 36-2835 adds nomination procedures for the award, adds evaluation criteria and panel information, adds Rule 18 to Table 1.1 and Line 8 to Table 1.2 in **Chapter 1**. A bar (|) indicates a revision from the previous edition.

1.1. Wings submit nominations as identified in Table 1.1.

1.3. All units submit one nomination.

1.3.2. Forward nominations to the Command Quality Assurance Manager, HQ AFSPC/LGC, 150 Vandenberg St, Ste 1105, Peterson AFB CO 80914-4350 by 1 December.

1.3.3. (Added) Forward nominations for the Outstanding Team Achievement in the Small Business Program award to HQ AFSPC/LGC, 150 Vandenberg St., Ste 1105, Peterson AFB CO 80914-4350 at the same time all other contracting award nominations are submitted.

1.4. Evaluation criteria for the Outstanding Quality Assurance Specialist award is identified in Line 7 of Table 1.2. The evaluation panel consists of HQ AFSPC/LGC personnel with the selecting official the Command Quality Assurance Manager and endorser the Command Contracting Division Chief. Evaluation criteria for the Outstanding Team Achievement in the Small Business Program award is identified in Line 8 of Table 1.2. The evaluation panel consists of HQ AFSPC/LGC personnel with the selecting official the Command Director of Small Business and Historically Black Colleges-Universities/Minority Institutions (HBCU/MI) Representative.

1.5. The Command Quality Assurance Manager will present the award at the annual HQ AFSPC Quality Assurance Conference. The Command Director of Small Business and HBCU/MI Representative or Command Contracting Division Chief will present the award at the annual HQ AFSPC Contracting Conference.

1.5. Table 1.1. Contracting Awards, Rule 17 and Rule 18.

17	(Added) Outstanding Quality Assurance Specialist	Individual	Any civilian demonstrating major achievements in quality assurance with relation to monitoring contractor performance [see Note 6]	Wings may nominate one individual
*18	(Added) Outstanding Team Achievement in the Small Business Program	Team	Any acquisition team that has made a significant impact to small business participation in the small business program. "Team" means the group of people working on a specific acquisition (see Note 1).	Oneteam

Note 6: (Added) One award is presented.

1.5. Table 1.2. Evaluation Criteria for Contracting Awards. Line 7 and Line 8.

7	(Added) All Other Contracting Awards Quality Assurance Specialist Award	- Specific duty achievements during the most recent fiscal year. Description of short- and long-term impact on the mission – 70% - Self-improvement efforts over the course of the individual's career – 20% - Professional qualities over the course of the individual's career – 10%
* 8	(Added) Outstanding Team Achievement in the Small Business Program	- Specific duty achievements during the most recent fiscal year; description of short-term and long-term impact on the small business program in terms of the team's actions causing an increase in dollars awarded to small business firm(s). Evaluation is not merely a quantitative measure of dollars awarded, but also considers the efforts expended or impediments overcome by the team to enable an acquisition(s) to be processed so as to make award to small business, small disadvantaged business, women-owned small business, HUBZone small business and/or service-disabled veteran-owned small business — 70% - Inter-discipline (functional) cooperation: the extent and methods of cooperation between team members: (a) contracting, (b) small business advocates/specialists, (c) customers/requirements) — 30%

KAI LEE NORWOOD, Col, USAF
Director of Logistics